

Indiana Department of Transportation

RFP NO 07-02

Instructions for Responding to This RFP are Included Starting Page: 15

Posting Date: 2/12/2007

Request for Proposals Notification

Response Due Date and Time: February 27, 2007, by 10:00 am, Indianapolis Time

R E V I S I O N (2-15-07): Items 3, 4, 5 & 9: Prequalification categories have been updated.

Summary of Items Included

Central Office

Planning/Urban & Corridor

Item No. 1 Feasibility Engineering Analysis and Report Preparation Services (as-needed basis)

Production Mgmt/Project Mgmt

Item No. 2 New Road Construction (Freeway) on US 31 in Hamilton County

Production Mgmt/Real Estate

Item No. 3 Statewide Right of Way Appraising Services (as-needed basis)

Item No. 4 Statewide Right of Way Appraising Review Services (as-needed basis)

Item No. 5 Statewide Right of Way Negotiation Services (as-needed basis)

Traffic Management

Item No. 6 Indianapolis Advanced Traffic Management System, Phase V

Item No. 7 ITS Design and System Analysis Services (as needed basis)

Item No. 8 Traffic Management Business Unit Performance Measures

Crawfordsville District

Production

Item No. 9 Pavement Replacement on US 52, Tippecanoe County

Central Office**Division of Planning/Urban & Corridor****Item No:** 1 **DEF** ☐**RFP Target Date:** 2/12/2007**Item Description:** **Feasibility Engineering Analysis and Report Preparation Services (as-needed basis)**

Work Description: On call contract: Requesting civil/transportation engineering services necessary for developing reports for candidate projects on INDOT's system of state, U.S., and Interstate highways under the direction of the Feasibility Engineering Section. The services to be performed include the acquisition and analysis of all related project data, the assessment of existing conditions of the project area, the correlation of the results of data analysis including traffic operations (level of service and other mobility measures of effectiveness), safety (vehicle crash rates, etc) and pavement conditions and the use of appropriate benefit/cost software in providing the most effective solution(s) for the candidate project. The final document to be produced will be a report detailing the data-driven decision process used in providing the most feasible alternative(s).

Other services which prospective consultants could possibly be requested to provide are: 1) an in-depth analysis of and the possible revision, establishment and/or updating of the process, procedures and policy of the Feasibility Engineering Section of the Office of Urban and Corridor Planning and 2) an overall review of a portion of the 10-year IPOC/Major Moves program.

Max. Contract Amount: \$300,000.00 **No of Contracts:** 2 **Federal Funding:** ☒**Compensation Method:** Negotiated Labor Rate **Approx No of Assignments:** 10-**Term of Contract:** Two (2) year assignment period**DBE Goal %:** 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

- 3.2 : Complex or Major Traffic Capacity Analysis
- 4.2 : Complex or Major Highway Safety Analysis
- 8.2 : Complex Roadway Design
- 14.1 : Regular Bridge Inspection
- 14.4 : Small Structure and Miscellaneous Structure Inspections

Deliverable and Additional Requirements:

Delivery of these reports will depend, to a certain degree, upon the magnitude of the project. The construction dollar value for the projects for which these reports are to be written can vary in size from approximately \$5,000,000 up to and above \$100, 000,000. An estimated time frame will be established for each project. In general, a project should be completed between two and six months after the date of assignment.

Central Office**Division of Production Mgmt/Project Mgmt****Item No:** 2 DEF ☒**RFP Target Date:** 2/12/2007**Item Description:** New Road Construction (Freeway) on US 31 in Hamilton County**Work Description:** Project Limits are from I-465 to 0.5 M north of SR 38. This work includes completion of the Environmental Impact Statement, completion of Engineer's Report, Completion of the IJ Report for the I-465/US 31 Interchange, all Design, R/W Plan Development and Acquisition Services, Topographic Survey Data Collection, Utility Coordination AND Hydraulics Design..**Max. Contract Amount:** **No of Contracts:** 1 **Federal Funding:** ☒**Compensation Method:** Cost- Plus Fixed Fee **Approx No of Assignments:****Term of Contract:****DBE Goal %:** 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$482,717,263.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

- 3.2 : Complex or Major Traffic Capacity Analysis
- 4.2 : Complex or Major Highway Safety Analysis
- 5.1 : Environmental Document Preparation - EA/EIS
- 5.3 : Environmental Document Preparation - Section 4(f)
- 5.4 : Ecological Surveys
- 5.5 : Wetland Mitigation
- 5.6 : Waterway Permits
- 5.7 : Air Quality Analysis
- 5.8 : Noise Analysis and Abatement Design
- 5.9 : Archaeological Investigations
- 5.10 : Historical/Architectural Investigations
- 6.1 : Topographic Survey Data Collection
- 8.2 : Complex Roadway Design
- 9.2 : Level 2 Bridge Design
- 10.1 : Traffic Signal Design
- 10.3 : Complex Roadway Sign Design
- 10.4 : Lighting Design
- 11.1 : Right of Way Plan Development
- 12.1 : Project Management for Acquisition Services
- 12.2 : Title Research
- 12.3 : Value Analysis
- 12.4 : Appraisal
- 12.5 : Appraisal Review
- 12.6 : Negotiation
- 12.8 : Relocation

Deliverable and Additional Requirements:

Deliverables:

Construction contracts will occur according to INDOT's 10-year plan with the first contract scheduled for letting in FY 2011. This will include a minimum of 7 construction contracts, but may contain more to facilitate more buildable contracts.

ROD (Record of Decision) 6/15/2008

FY 2011 Contract	30% Plans	5/15/2008
	60% Plans	11/15/2008
	90% Plans	5/15/2009
	Tracings	9/01/2010

FY 2012 Contract	30% Plans	8/15/2008
	60% Plans	2/15/2009
	90% Plans	8/15/2009
	Tracings	9/01/2011

The remaining plan development schedules will be determined by INDOT, with input from the designer, relative to the contract fiscal year.

Environmental Impact Statement is partially complete.

Engineer's Report is partially complete.

Additional information available on the web at: <http://www.in.gov/dot/div/projects/us31/hamiltoncounty/>

Additional Requirements: Subsurface Utility Engineering (SUE).

*When submitting a Lol for this item, five (5) pages for the combined Key Staff and Project Approach is permissible, instead of the standard two (2) pages.

The Department will select a consultant team for this item following a two step selection process. The first step of the process will be submittal and scoring of Lols, including Technical Approaches, to identify a short-list of no more than four teams. The second step will include interviews of the short-listed firms. The anticipated schedule of selection activities and requirements for submittal of the Lol and interviews are as described below:

Shortlisting - 3-26-07
Interviews - 4-09-07
Selection - 4-16-07

INDOT reserves the right to modify this schedule in its discretion at any time with or without notice.

Step 1

Letters of Interest will be scored independently by a 3 to 5 member evaluation committee using the form included as "Exhibit A". Individual score totals will be tabulated and the top ranked teams (up to 3) will be short-listed to participate in Step 2.

Step 2

Short-listed teams will be again evaluated independently by the 3 to 5 member evaluation committee using the same form, included as "Exhibit A", based on the additional information conveyed by the interview. Individual score totals will again be tabulated and the scoring documentation will be forwarded to the Central Office Selection Recommendation Approval Committee for capacity and procedure compliance review. Findings and recommendations will then be forwarded to the INDOT Commissioner for acceptance or rejection of the selection.

An annual Financial Plan will be required as per the FHWA Guidance on Financial Plans.

A Project Management Plan will be required as per FHWA requirements.

Project Approach in the LOI can be up to 5 pages.

After the initial scoring of the submitted Lol's, INDOT will select the three highest scoring submittals for further evaluation. The prime Consultant from each of the three selected submittals will be asked to present their proposal to INDOT representatives on how they will approach the project in its development and present any unique ideas in keeping the project under budget and within the proposed time frames. These presentations will be scheduled at least two weeks after the initial scoring results are announced. The details of the presentations, time, place, duration, etc. will be given to the three finalists when they are determined.

In addition, Consultants must address the following items in the project approach:

- * Consideration for unique interchange designs including roundabouts, corridor esthetics and local road impacts where applicable.
- * Optimization of Right-of-Way for budget and impacts.
- * Approaches to maintaining the budget and speeding construction of the corridor.
- * Construction segments and Maintenance of Traffic which is biddable and build-able.
- * Procedures and evaluations that will include community input and stay within budget, time and Right-of-Way constraints.

Central Office**Division of Production Mgmt/Real Estate****Item No:****3****DEF** ☐**RFP Target Date:****2/12/2007****Item Description:****Statewide Right of Way Appraising Services (as-needed basis)****Work Description:**

On call contract: The work includes appraising land and improvements upon the land on an as needed basis throughout the State. The major regulations and statues governing these activities are, but not limited to: Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, Uniform Standards of Professional Appraisal Practice (USPAP), INDOT Division of Land Acquisition Appraisal Policies. The scope of work is a written statement agreed upon by the appraiser and the agency (INDOT) describing the appraisal process and report the appraiser is to produce. It will be developed cooperatively by the assigned or contract appraiser and an agency official (review appraiser) who is competent to both represent the agency's needs and respect valid appraisal practice. Scope of work includes, but is not limited to: The extent to which the property is identified, the extent to which tangible property is inspected, type and extent of data researched, the type and extent of analysis applied to arrive at opinions or conclusions.

Max. Contract Amount:

\$150,000.00

No of Contracts: 16**Federal Funding:** ☒**Compensation Method:**

Unit Price

Approx No of Assignments: Var**Term of Contract:**

2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money

DBE Goal %: 0**WBE Goal %:** 0**MBE Goal %:** 0**Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

12.4 : Appraisal

Deliverable and Additional Requirements:

Central Office**Division of Production Mgmt/Real Estate****Item No:****4****DEF** ☐**RFP Target Date:****2/12/2007****Item Description:****Statewide Right of Way Appraising Review Services (as-needed basis)****Work Description:**

On call contract: The work includes reviewing Appraisal reports and the preparation of documentation for the completion of Statements of Just Compensation on an as needed basis throughout the state. The major regulations and statues governing these activities are, but not limited to: Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, Uniform Standards of Professional Appraisal Practice (USPAP), INDOT Division of Land Acquisition Appraisal Policies. The scope of work is a written statement agreed upon by the appraiser and the agency (INDOT) describing the appraisal process and report the appraiser is to produce. Scope of work includes, but is not limited to: The extent to which the property is identified, the extent to which tangible property is inspected, type and extent of data researched, the type and extent of analysis applied to arrive at opinions or conclusions.

Max. Contract Amount:**\$150,000.00****No of Contracts: 18****Federal Funding:** ☒**Compensation Method:****Unit Price****Approx No of Assignments: Var****Term of Contract:****2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money****DBE Goal %:** 0**WBE Goal %:** 0**MBE Goal %:** 0**Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

12.5 : Appraisal Review

Deliverable and Additional Requirements:

Central Office**Division of Production Mgmt/Real Estate****Item No:** 5 **DEF** ☐**RFP Target Date:** 2/12/2007**Item Description:** **Statewide Right of Way Negotiation Services (as-needed basis)****Work Description:** On call contract: The selected consultants will perform land acquisition negotiations for highway right of way on an as needed basis. A negotiator must be able to explain the project, the taking, the impact of the taking to the residue, the acquisition process, the offer, and negotiate in an honest and competent manner with the property owner(s). The negotiator must document all contacts with the owner and treat all owners fairly with respect and dignity.**Max. Contract Amount:** \$150,000.00 **No of Contracts:** 17 **Federal Funding:** ☒**Compensation Method:** Unit Price **Approx No of Assignments:****Term of Contract:** 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money**DBE Goal %:** 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**
12.6 : Negotiation**Deliverable and Additional Requirements:**

Central Office

Item No:

6

DEF ☐

RFP Target Date:

2/12/2007

Item Description:

Indianapolis Advanced Traffic Management System, Phase V

Work Description:

Indy ATMS, Phase V Project Scope

Project Geographic Area and Background: Phase V encompasses the northwestern quadrant of the Greater Indianapolis Freeway System. Phase V will encompass vehicle detection, traffic management cameras and spur communications for: I-465 from approx. east of Keystone Avenue to I-865, I-865 entire length, I-65 from approx. I-865 to approx. MLK Street.

A brief history of the system is as follows:

Phase I was an overall communications system backbone for the entire area, which included the installation of Licensed High Speed Microwave Radio Equipment along the freeway network in the form of a northern ring and a southern ring. The northern communications ring is composed of 7 Communications Distribution Points (CDP's), and the southern ring is composed of 5 CDP's. Some traffic monitoring cameras and limited detection were also included in this phase.

Phase II was composed mainly of adding vehicle detection, CCTV, and spur communications along the Indianapolis Freeway system within the I-465 boundary.

Phase III & IV includes the installation of vehicle detection at approx. 100 sites, 40 traffic monitoring camera locations and wireless communications along the I-69 corridor from approx. SR 238 to I-46, along I-465 from Keystone Avenue to the east and around the bypass to approx. SR 67, I-65 from the south split to approx. Whiteland Road, I-70 from approx. Mount Comfort Road to approx. Shadeland Avenue.

Note: The 'Accelerate 465' and 'Northwest Fast Track Project' encompass the I-465 western portion of the Indy ATMS System and are not part of Phase V.

Design Aspect: The consultant will prepare PS&E documents for Phase V of the Indianapolis Advanced Traffic Management System. Consultant is to consider the existing communications infrastructure and with the addition of ITS components (vehicle detection, closed circuit video, communications system, Dynamic Message Signage) in accordance with the INDOT ITS Strategic Plan. Consultant to provide necessary expertise to ensure that the most modern and cost-effective ATMS component systems are incorporated into the design, as well as complying with all INDOT design criteria for placement of devices, cabinets, towers along the roadways. Consultant will assist in the review of project submittals with respect to structural elements, materials, technological items, etc.

Deliverables: Plans, specifications, and construction cost estimate for April 2008 letting.

System Integration Aspect will include working with the Civil Designer to incorporate the technological elements of the CCTV, Vehicle Detection, and other elements into a functional system. This will include assisting in the locating of possible tower locations to ensure proper signal reception and data transfer. Consultant will design a testing regimen to ensure that the system performs as designed.

Max. Contract Amount: **No of Contracts:** 1 **Federal Funding:** ☒

Compensation Method: Negotiated Hourly Rate **Approx No of Assignments:**

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money

DBE Goal %: 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$5,375,000.00

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Type:

Deliverable and Additional Requirements:

General Prequalification Required.

General Prequalification Required

Design Aspect: The consultant will prepare PS&E documents for Phase V of the Indianapolis Advanced Traffic Management System. Consultant is to consider the existing communications infrastructure and with the addition of ITS components (vehicle detection, closed circuit video, communications system, Dynamic Message Signage) in accordance with the INDOT ITS Strategic Plan. Consultant to provide necessary expertise to ensure that the most modern and cost-effective ATMS component systems are incorporated into the design, as well as complying with all INDOT design criteria for placement of devices, cabinets, towers along the roadways. Consultant will assist in the review of project submittals with respect to structural elements, materials, technological items, etc.

Deliverables: Plans, specifications, and construction cost estimate for April 2008 letting

System Integration Aspect will include working with the Civil Designer to incorporate the technological elements of the CCTV, Vehicle Detection, and other elements into a functional system. This will include assisting in the locating of possible tower locations to ensure proper signal reception and data transfer. Consultant will design a testing regime to ensure that the system performs as designed. Consultant will provide assistance in documenting the system components and integrate them into a functional system, per approved design. Documentation is to be provided showing that the as-built systems function per the approved design.

Central Office**Division of Traffic Management****Item No:** 7 **DEF** ☐**RFP Target Date:** 2/12/2007**Item Description:** ITS Design and System Analysis Services (as needed basis)

Work Description: On call contract: 1. Consultant to Deliver Design/Build Bid Package for Northwestern Indiana ATMS Communications System Upgrade
Geographic Area: I-65 (mm 240 to mm 260), I-80/94 (mm 0 to mm 16), I-94 (mm 16 to mm 19).
Project Scope: Consultant will evaluate corridors for existing conduit, using as-built plans and field investigation. Consultant will design fiber optic network layout for the specified corridors, including the addition of approx. three communication shelters. Equipment and technology upgrades will be required to convert from existing analog technology to digital technology. Consultant will include the installation of camera lowering systems on all existing camera locations under the control of the Borman Traffic Management Center. Consultant will prepare a design/build bid package with approx. 30% complete plans and participate in the review process of submittals for compliance with plans and specifications to ensure that construction fulfills system requirements. Some workstation upgrades within the Borman TMC will also be included in the design/build bid package.

2. Consultant to Deliver Bid Package for Upgrading Existing Dynamic Message Sign Technology, and installing additional DMS per the ITS Strategic Plan. The ITS Technology Deployment Division currently operates several types of DMS, including hybrid LED and magnetic flapper systems. There are up to 38 signs statewide that the consultant will include in a bid package to convert to current full LED technology with upgrades to the communications system components. Several additional DMS will be included in the bid package, based on locations in the ITS Strategic Plan, in conformance with existing ITS Technology Deployment Division overhead sign standards.

3. Ramp Metering Study - Consultant will provide recommendations for implementing ramp metering within the INDOT freeway system. Likely candidate locations are NW Indiana, including the Borman Expressway and the Greater Indianapolis Area. Consultant shall provide recommendations in report form documenting the candidate locations statewide that are most likely to benefit from ramp metering. Consultant shall base criteria on currently accepted traffic engineering principles and research.

Max. Contract Amount: \$1,000,000.00 **No of Contracts:** 1 **Federal Funding:** ☒**Compensation Method:** Negotiated Hourly Rate **Approx No of Assignments:** 3**Term of Contract:** 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money**DBE Goal %:** 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:****Deliverable and Additional Requirements:**

General Prequalification Required.

Consultant to have experience in ITS System Design and be familiar with NTCIP communications, ITS

National Architecture, TCP/IP Communications, Networking.

Northwestern Indiana ATMS Comm. System Upgrade Design/Build Bid Package complete for 9/07
DMS Enhancement/Upgrade Bid Package complete 12/07

Central Office**Division of Traffic Management****Item No:** 8 **DEF** ☐**RFP Target Date:** 2/12/2007**Item Description:** **Traffic Management Business Unit Performance Measures**

Work Description: Consultant is to Assist the Traffic Management Business Unit Divisions in implementing a reporting system to measure the effectiveness and efficiency of ITS/Freeway Management Systems and Traffic Signal Systems. Measured performance to be calculated based on outputs from the Departments' existing data collection architecture but expressed in term of tangible universally understandable outcomes such as reduced travel time, money saved, delay saved, etc. Intent is to generate a quality and meaningful series of reports that are readable by the public as well as INDOT management. The deliverables for this project will include the production of a preliminary report showing examples of the performance measures that can be implemented through the use of jointly identified existing collected data sets by the TMBU (ITS Freeway Operations/Traffic Signal Systems). Ultimately this effort will lead towards the implementation of an automated system for producing reports on a to be determined basis to evaluate the ongoing efficiency/effectiveness of the TMBU operations and investments.

Max. Contract Amount: **No of Contracts:** 1 **Federal Funding:** ☒**Compensation Method:** Negotiated Hourly Rate **Approx No of Assignments:****Term of Contract:** 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money**DBE Goal %:** 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:****Deliverable and Additional Requirements:**

No Prequalification Required.

Crawfordsville**Division of Production****Item No:** 9 **DEF** ☒**RFP Target Date:** 2/12/2007**Item Description:** **Pavement Replacement on US 52, Tippecanoe County**

Work Description: Pavement replacement project on US52 from the Wabash River to 2.31 miles E of the Wabash River at Beech Drive.
The selected consultant will be required to deliver design survey, right-of-way engineering, road, bridge and traffic signal design, utility coordination and permit acquisition. Environmental Study is currently being developed. A copy of the "DRAFT" Engineer's Report is available on the RFP web page under "Additional Information".

Max. Contract Amount: **No of Contracts:** 1 **Federal Funding:** ☒**Compensation Method:** Cost- Plus Fixed Fee **Approx No of Assignments:** 1**Term of Contract:****DBE Goal %:** 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$16,000,000.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

- 6.1 : Topographic Survey Data Collection
- 8.2 : Complex Roadway Design
- 9.2 : Level 2 Bridge Design
- 10.1 : Traffic Signal Design
- 10.2 : Traffic Signal System Design
- 10.3 : Complex Roadway Sign Design
- 10.4 : Lighting Design
- 11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Ready for Contracts date is scheduled for 5/15/2010

Consultant Meetings and Communication Policy

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

Department owner offices associated with items listed in this RFP will not participate in communication with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc., during the time period between advertisement and the announcement of final consultant selections for this RFP. This policy will not apply during special marketing events advertised and scheduled by INDOT.

Communications that are always permissible include project administration activities for awarded contracts, scope and negotiation activities for projects selected but not under contract and training or related activities.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Contractsrfp@indot.in.gov

Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for each item, along with the four (4) required attachments, as noted below. All responses are to be emailed to Contractsrfp@indot.in.gov with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: **RFP0702-[Firm Name or Nickname]-Item-#**.

Required Attachments:

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and
Sample file name: RFP0702-myconsultingfirmornickname-item-14-LOI
- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE or MBE/WBE goals greater than “0”, in pdf (preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the [Department’s Website](#) .

All Letters of Interest must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1, in order to be considered for selection. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) . Please note time change for this RFP.

Item Priority List

INDOT is implementing an Item Priority List starting with this RFP that will be used in selection decision making in cases where firms are highest ranked for multiple items. Firms submitting on multiple items should submit this form with their last LoI submittal or as an attachment to a separate email. The form for this is available on the [Department’s](#)

[Website](#). Please name the file with the following format with no spaces: **RFP0702-[Firm Name or Nickname]-PriorityList**. The file may be submitted in pdf or doc or tif format.

Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (**Exhibit A** below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified, as of the “Response date and time, unless otherwise specified within the item description. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department’s Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (Item B below), in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages for [Identification and Qualifications](#) and two (2) pages for the combined [Key Staff and Project Approach](#), unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form, Active and Pending Contract Balances form and priority List do not count toward the total.
3. **LoIs must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1. Submittals will have to include all required attachments to be considered for selection. Responses received after the response deadline shall not be considered. Please note time change for this RFP.**

B. Letter of Interest Content

Identification and Qualifications

1. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification requirements below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the [Department’s Website](#) .
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff and include the percent of time the project manager will be committed for the item, if selected. (The percent requirement is not applicable to open-end contracts.) Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the required item qualifications.

2. Describe the capacity of Prime Consultant staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical approach, understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for **all** items that identify a DBE or MBE/WBE goal, greater than "0", in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.** If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#).

DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.
Selection Rating for RFP- No. _____, Item No. ____

Consultant Name:

Services Description:

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1			
	Adequate capacity to meet the schedule.	0		20	0
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1		15	0
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1		10	0
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
Approach to Project	Project Understanding and Innovation that gives INDOT cost and/or time savings.				
	High level of understanding and viable inovative ideas proposed.	2			
	High level of understanding of the project.	1		15	0
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location (This score will be automated in the future.)	Location of assigned staff office relative to project.				
	Within 50 mi.	1			
	51 to 150 mi.	0		5	0
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Sub-Total					0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

Date: _____

Evaluation Ratings to be Assigned from Office of Contracts Data Sources					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			12	0
	Schedule score from performance database.			7	0
	Responsiveness score from performance database.			7	0
	*Budget score from performance database.		N/A	7	
	*Constructability score from performance database.		N/A	7	
Weighted Sub-Total					0

For categories that are not relevant to the particular item being evaluated leave the category score as N/A. This is to be as documented in the RFP.

* Only applicable for transportation project development contracts. Data not available yet.

Weighted Total 0

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. The selection rating form to be used for this RFP has changed to reflect a new format for incorporation of historical performance data. A new historical performance data system is being implemented to collect data for all ongoing projects for direct input into this form. For this RFP existing performance data will be reviewed and subdivided by quality, responsiveness and scheduling averages and directly input into the scoring form. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

Design Efficiency Factor (DEF)

A new DEF box has been added to the right of the item number on the first page of each item. A checked box indicates that the DEF applies to that particular item. Additional information concerning the DEF is available on the web, under “RFPs Currently Advertised”.